



**IN THE SUPREME COURT OF IOWA**

**IN THE MATTER OF  
THE PUBLIC HOURS OF  
THE OFFICE OF THE  
CLERK OF THE  
APPELLATE COURTS**

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**SUPERVISORY ORDER**

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In November 2009, the court was compelled by an impending reduction in its appropriation to cut the size of the judicial branch work force throughout the state. As part of these cuts, the court cut the staffing level in the office of the Clerk of the Appellate Courts by 1.4 FTEs (from 11.5 FTEs to 10.10 FTEs). At the same time, there was no commensurate reduction in the workload of this office because the courts have no control over the number of appeals, appellate motions, and applications for further review filed by litigants. As a result, the office of the Clerk of the Appellate Courts, like all judicial branch offices and components, struggles to manage its workload with less staff.

Like other clerk of court offices, the office of the Clerk of the Appellate Courts has reduced its public business hours as a way to help manage its workload. Recently, however, staff absences have worsened the situation. The office of the Clerk of the Appellate Courts is coping with the prolonged absence of two full time employees. Although the office has a vacant part-time position that it is trying to fill, this addition alone will not offset the staffing deficit. Under these circumstances, there are simply not enough employees to handle the numerous and competing duties of the clerk's office. Further, the layout of the office is such that a staff member cannot work on filing papers and at the same time attend to the public service counter. For these reasons, the Clerk of the Appellate Courts asks that the court further reduce the public hours of the office to give the staff more uninterrupted time to work on case processing and attend to other pressing duties. The clerk has notified certain offices that

handle large numbers of appeals, including the Attorney General's Office and the State Appellate Defender's Office, of this plan to reduce hours.

The court grants the clerk's request and orders:

**Until further notice, the public business hours of the office of the Clerk of the Appellate Courts will be:**

- **Monday, Wednesday, and Friday from 8:00 a.m. to 12 noon and from 1:00 p.m. to 4:30 p.m.**
- **Tuesday and Thursday from 8:00 a.m. to 12:00 p.m.**

This order takes effect September 20, 2010. So long as the office is open to the public for the duration of these hours, it is considered open for a whole day pursuant to Iowa Code section 4.1(34), and filing and other deadlines are not subject to extension.

Dated this 15<sup>th</sup> day of September, 2010.

THE SUPREME COURT OF IOWA

By Marsha Ternus  
Marsha K. Ternus, Chief Justice